

JAQ Completion Tip Sheet

1.

Go to <http://www.maginc.org>

Click the JAQ button (bottom left corner) to access your Job Analysis Questionnaire

2.

Job Analysis Questionnaire Organizational Log In
Select Your Organization from the Drop-down List

3.

Enter your individual User ID and Password – they are the same

User ID: Employee ID#

Password: Employee ID#

4. Go to the Employee Screen and at the bottom select your supervisor from the drop down lists

Select first letter of Supervisor's last name

Then select Supervisor from list

ESSENTIAL: SET SUPERVISOR

5.

List Essential Tasks

Enter Task Statements

Rank order of Importance (1 to 5 only)

% of time spent on task

Select the ONE statement that is closest

Give examples from your work

6.

- **BE SURE TO CLICK SAVE AFTER COMPLETING EACH PAGE**
- Each box on the Main Menu must be checked before you can click FINISH.
- Only Saved Pages will show a check in the box.